



Montgomery County, Maryland

PROPERTY MANAGER'S GUIDE TO RECYCLING

Recycling Information for Multi-Family Properties

Montgomery County

Division of Solid Waste Services

Department of Public Works
and Transportation

101 Monroe Street, 6th Floor

Rockville, MD 20850

(240) 777-6400

www.montgomerycountymd.gov/recycling

MONTGOMERY COUNTY RECYCLING PROGRAM

Contact Information

Montgomery County Division of Solid Waste Services

Multi-Family Recycling Program

Contact: Jacqueline Dennis
101 Monroe Street, 6th Floor
Rockville, MD 20850

Important Contact Information

Division of Solid Waste Services

(240) 777-6400

(240) 777-6442 (tty)

(240) 777-6465 (fax)

www.montgomerycountymd.gov/recycling

e-mail: recycle@montgomerycountymd.gov

Recycling for Multi-Family Properties

(240) 777-6400

County Transfer Station

(301) 840-2370

County Recycling Center

(301) 417-1433

This information is available in an alternate format by calling Jacqueline Dennis at (240) 777-6400.

TABLE OF CONTENTS

PROPERTY MANAGER’S GUIDE TO RECYCLING – The TRRAC to Success

About This Guide	1
How to Be a TRRAC Star and Have a Successful Program	1

EASY STEPS TO USING THIS GUIDE 2

UNDERSTANDING THE BASICS

What is Waste Reduction?	3
Why Recycle?	3
Recycle 50 Percent: Montgomery County’s Goal	3
Materials You Must Recycle	4
Additional Materials You May Be Able to Recycle	4

RECYCLING CHECKLIST..... 5

SECTION ONE – Know Your Waste and Recyclables

What’s Expected	7
Perform a Waste Assessment	7
Know Your Peak Waste Generation Periods	8
Talk to Your Waste Collector	8
Don’t Trash Yard Trimmings	8
Worksheet for Estimating Recyclable Quantities	9

SECTION TWO – Develop a Convenient Collection System

What’s Expected	10
Storage at Home	11
Locating Collection Areas for Recyclables: Convenience is Key	12
Determining Types of Recycling Collection Containers	13
Determining Staff Requirements	14
Preventing Contamination	14

SECTION THREE – Contract for Collections and Marketing Your Recyclables

What’s Expected	15
Negotiating (or Re-Negotiating) a Collections Contract	15
Self-Haul	18
Marketing at the Montgomery County Recycling Center	19
Tour the Recycling Center	19

TABLE OF CONTENTS *(continued)*

SECTION FOUR – Know Your Residents and Promote Your Program

What's Expected	20
Know Your Residents	20
Survey Your Residents	21
Recycling Messages	21
Line Up Top Management Support	22
Line Up Resident Support	22
Launching a New Program	23
Ongoing Programs: Line up Staff Support	25
Line Up Volunteer Support	25
Use County Resources	26
Some Common Problems and Their Solutions	27

SECTION FIVE – Evaluate Your Program

What's Expected	29
County Staff Can Help	29

SECTION SIX – Meet County Requirements

What's Expected	30
File Your Multi-Family Property Annual Recycling Report	30
File Your Waste Reduction and Recycling Plan	30
Annual Report Form	31
Plan Form	33

BE A TRRAC STAR!

35

APPENDICES

37

A. Waste Prevention Tips	37
B. Dealers of In-Home Storage Containers	39
C. Dealers of Central Storage Containers	41
D. Service Providers in Montgomery County	45
E. Recycling Surveys	47
F. Calculate Your Recycling Rate	49